

# **Building Permit Requirements**

## **Residential:**

- Completed Town of Smyrna Building Permit Application
  - Three (3) copies of construction plans, in sufficient detail to determine Building Code compliance.
  - Construction plans must include:
    - foundation plan
    - floor plan
    - cross section(s)
    - detail(s)
    - elevations
- Three (3) copies of your survey or plot plans
- State of Delaware Realty Transfer Tax Form for construction over \$10,000.
- REScheck (International Energy Conservation Code – IECC 2009)
- Approval from Kent Conservation District (302) 741-2600 ext. 3

## **Commercial:**

- Completed Town of Smyrna Building Permit Application
  - Three (3) copies of construction plans, in sufficient detail to determine Building Code compliance (Construction documents for new construction, alterations, repairs, expansion, additions or modifications of buildings or structures, which involve the practice of architecture or engineering, as defined by the professional registration laws of the State of Delaware shall be prepared by a registered design professional consistent with the professional registration laws of the State of Delaware. The sealed plan requirement may be waived for minor projects less than 2500 sq. ft.)
  - Construction plans must include:
    - foundation plan
    - floor plan
    - cross section(s)
    - detail(s)
    - elevations
- Three (3) copies of site plan.
- Planning and Zoning Approval or Zoning Compliance Approval.
- State of Delaware Realty Transfer Tax Form for construction over \$10,000.
- State and Local Agency approvals as applicable:
  - Development Advisory Service (302) 739-6400
  - State Fire Marshal Approval (302) 739-4394
  - Smyrna Fire Department Approval (302) 653-9858
  - Smyrna Police Department (302) 653-3489
  - Del-DOT (302) 760-2000
  - Kent Conservation District (302) 697-2600 ext. 3
  - Department of Health (302) 739-5305
- COMcheck (International Energy Conservation Code – IECC 2009)